Electronic Filing Batch Quick Reference
Effective August 2, 2004

Batch Name	Document	Filename Format	Dependencies/Constraints
Claim	Proof of Claim	[CaseNumber] - CLM - [###].pdf	Optional. More than one with same case number allowed per batch.
	Transfer/Assignment of Claim	[CaseNumber] - TOC - [###].pdf	Optional. More than one with same case number allowed per batch.
	Withdrawal of Claim	[CaseNumber] - WOC - [###].pdf	Optional. More than one with same case number allowed per batch.
	Request for Notice	[CaseNumber] -RFN - [###].pdf	Optional. More than one with same case number allowed per batch.
	Proof of Service	[CaseNumber] -POS - [###].pdf	Optional. More than one with same case number allowed per batch.
Motions/Objections and Supporting Documents	Motion to Convert Case, Split Case, Terminate, Annul, Modify or Condition the Automatic Stay, Compel Abandonment of Property, Withdraw the Reference, or Reopen Case	[CaseNumber] - MOTF - [DCN].pdf	A motion file with either MOTF or MOTN in the filename is required. Cannot be more than one with same case number and DCN combination per batch.
	All Other Motions	[CaseNumber] - MOTN - [DCN].pdf	A motion file with either MOTF or MOTN in the filename is required. Cannot be more than one with same case number and DCN combination per batch.
	Notice of Hearing	[CaseNumber] - NTCH - [DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Declaration	[CaseNumber] - DECL - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Proof of Service	[CaseNumber] - POS - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Supporting Document	[CaseNumber] - SUP - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
Trustee Documents	341 Report - Meeting Continued	[CaseNumber] - 341C - [###].pdf	Optional. More than one with same case number allowed per batch.
	341 Report - Meeting Held	[CaseNumber] - 341H.pdf	Optional. Cannot be more than one with same case number per batch.
	Report of No Distribution (Chapter 7)	[CaseNumber] - NDR.pdf	Optional. Cannot be more than one with same case number per batch. Cannot be filed with a 341C report unless also filed with a 341H report.
	Report of Assets (Chapter 7)	[CaseNumber] - ARPT.pdf	Optional. Cannot be more than one with same case number per batch.
	Chapter 7 Trustee's Final Report	[CaseNumber] - FNL.pdf	Optional. Cannot be more than one with same case number per batch. Cannot be filed with a 341C report unless also filed with a 341H report.

Batch Name	Document	Filename Format	Dependencies/Constraints
Trustee Documents (Continued)	Chapter 7 Trustee's Final Account	[CaseNumber] - ACCT.pdf	Optional. Cannot be more than one with same case number per batch.
	Chapter 13 Trustee's Final Report and Account	[CaseNumber] - RPTACCT.pdf	Optional. Cannot be more than one with same case number per batch.
	Chapter 13 Trustee's Annual Summary	[CaseNumber] - ANNSUM.pdf	Optional. Cannot be more than one with same case number per batch.
	Statement of Investigation	[CaseNumber] - SOI - [###].pdf	Optional. More than one with same case number allowed per batch.
	Supporting Document	[CaseNumber] - SUP - [###].pdf	Optional. More than one with same case number allowed per batch.
	Declaration	[CaseNumber] - DECL - [###].pdf	Optional. More than one with same case number allowed per batch.
	Withdrawal of Motion	[CaseNumber] - WMOT-[###].pdf	Optional. More than one with same case number allowed per batch.
	Notice of Filed Claims	[CaseNumber] -NFC.pdf	Optional. Cannot be more than one with same case number per batch.
	Report of Sale	[CaseNumber]-SRPT - [###].pdf	Optional. More than one with same case number allowed per batch.
	Proof of Service	[CaseNumber] - POS - [###].pdf	Optional. More than one with same case number allowed per batch.
	Proposed Order Confirming Plan	[CaseNumber]-POPLN.pdf	Optional. Cannot be more than one with same case number per batch.
Trustee/UST Initiated Matters	May include the following: Application to Employ Professional Motion to Appoint Trustee Under §1104 Motion to Abandon Property Under §554 Motion to Compel Motion to Dismiss Under §707(a) Motion to Dismiss Under §707(b) Motion to Dismiss/Convert Under §1112 Motion to Dismiss Under §1307 Motion Under §110 Motion to Sell Property Notice of Sale Notice of Default Objection to Exemptions Objection to Claim Objection to Confirmation Objection to Trustee's Final Report Objection to Trustee's Final Account	[CaseNumber] - MOT - [DCN].pdf	Required. Cannot be more than one with same case number and DCN combination per batch.

Batch Name	Document	Filename Format	Dependencies/Constraints
Trustee/UST Initiated Matters (Continued)	Notice of Hearing	[CaseNumber] - NTCH - [DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Declaration	[CaseNumber] - DECL - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Proof of Service	[CaseNumber] - POS - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Supporting Document	[CaseNumber] - SUP - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
Response/Objection to an Existing Motion/Application	Objection/Response/Reply	[CaseNumber] -RSP - [DCN].pdf	Required. Cannot be more than one with same case number and DCN combination per batch.
	Declaration	[CaseNumber] - DECL - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Proof of Service	[CaseNumber] - POS - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Supporting Document	[CaseNumber] - SUP - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
341 Meeting Notices	341 Meeting Notice	[CaseNumber] - 341N - [###].pdf	Required. More than one with same case number allowed per batch.
	Proof of Service	[CaseNumber] -POS - [###].pdf	Optional. More than one with same case number allowed per batch.
Proposed Orders	Proposed Order	[CaseNumber] - PRO - [DCN].pdf	Either a proposed order or proposed findings of fact/conclusions of law is required. Cannot be more than one proposed order with same case number and DCN combination per batch.
	Proposed Findings of Fact/Conclusions of Law	[CaseNumber] - PFF - [DCN].pdf	Either proposed findings of fact/conclusions of law or a proposed order is required. Cannot be more than one findings of fact/conclusions of law with same case number and DCN combination per batch.
	Motion/Application	[CaseNumber] - MOT - [DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Declaration	[CaseNumber] - DECL - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Proof of Service	[CaseNumber] - POS - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Supporting Document	[CaseNumber] - SUP - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
Voluntary Petitions	Voluntary Petition	[DebtorZipCode] - VOLP - [DebtorName].pdf	Required. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Verification of Master Address List Form	[DebtorZipCode] - MTRX - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.

Batch Name	Document	Filename Format	Dependencies/Constraints
Voluntary Petitions (Continued)	Master Address List (as text file)	[DebtorZipCode] - CMX - [DebtorName].txt	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Statement of Social Security Number(s)	[DebtorZipCode] - SSN - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Application to Pay Fee in Installments	[DebtorZipCode] - INST - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Waiver of Exemptions	[DebtorZipCode] - WEX - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Debtor's Plan	[DebtorZipCode] - PLN - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Rights and Responsibilities of Chapter 13 Debtors	[DebtorZipCode] - RRSP - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Wage Order	[DebtorZipCode] - PWO - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Application for Order Shortening Time	[DebtorZipCode] - AOST - [DebtorName] - [DCN].pdf	Optional. Cannot be more than one with same debtor name and DCN combination per batch.
	Emergency Motion	[DebtorZipCode] - MOT - [DebtorName] - [DCN].pdf	Optional. Cannot be more than one with same debtor zip code, debtor name and DCN combination per batch.
	Notice of Hearing	[DebtorZipCode] - NTCH - [DebtorName] - [DCN].pdf	Optional. Cannot be more than one with same debtor zip code, debtor name and DCN combination per batch.
	Declaration	[DebtorZipCode] - DECL - [DebtorName] - [DCN] - [###].pdf	Optional. More than one with same debtor zip code, debtor name and DCN combination allowed per batch.
	Support Document	[DebtorZipCode] - SUP - [DebtorName] - [DCN] - [###].pdf	Optional. More than one with same debtor zip code, debtor name and DCN combination allowed per batch.
	Proof of Service	[DebtorZipCode] - POS - [DebtorName] - [DCN] - [###].pdf	Optional. More than one with same debtor zip code, debtor name and DCN combination allowed per batch.
	Proposed Order Shortening Time	DebtorZipCode] - POST - [DebtorName] - [DCN].pdf	Optional. Cannot be more than one with same debtor zip code, debtor name and DCN combination per batch.
	Other Proposed Order	DebtorZipCode] - PRO- [DebtorName] - [DCN].pdf	Optional. Cannot be more than one with same debtor zip code, debtor name and DCN combination per batch.
	Other New Voluntary Case Document	[DebtorZipCode] - NEWO - [DebtorName] - [###].pdf	Optional. More than one with same debtor zip code and debtor name combination allowed per batch.

Batch Name	Document	Filename Format	Dependencies/Constraints
Chapter 7 Petitions Batched for Trustee Assignment	Voluntary Petition	[DebtorZipCode] - VOLP - [DebtorName].pdf	Required. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Verification of Master Address List Form	[DebtorZipCode] - MTRX - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Master Address List (as text file)	[DebtorZipCode] - CMX - [DebtorName].txt	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Statement of Social Security Number(s)	[DebtorZipCode] - SSN - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Application to Pay Fee in Installments	[DebtorZipCode] - INST - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Waiver of Exemptions	[DebtorZipCode] - WEX - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Other New Voluntary Case Document	[DebtorZipCode] - NEWO - [DebtorName] - [###].pdf	Optional. More than one with same debtor zip code and debtor name combination allowed per batch.
New Adversary Proceedings	Adversary Proceeding Cover Sheet	[BkCaseNumber] - APCS - [PartyName].pdf	Required. Cannot be more than one with same bankruptcy case number and party name combination per batch.
	Complaint or Notice of Removal	[BkCaseNumber] - CMP - [PartyName].pdf	Required. Cannot be more than one with same bankruptcy case number and party name combination per batch.
	Appearance of Child Support Creditor or Representative	[BkCaseNumber] - CSC - [PartyName].pdf	Optional. Cannot be more than one with same bankruptcy case number and party name combination per batch.
	Application for Order Shortening Time	[BkCaseNumber] - AOST - [PartyName] - [DCN].pdf	Optional. Cannot be more than one with same bankruptcy case number, party name, and DCN combination per batch.
	Motion	[BkCaseNumber] -MOT- [PartyName] - [DCN].pdf	Optional. Cannot be more than one with same bankruptcy case number, party name, and DCN combination per batch.
	Notice of Hearing	[BkCaseNumber] - NTCH - [PartyName] - [DCN].pdf	Optional. Cannot be more than one with same bankruptcy case number, party name, and DCN combination per batch.
	Declaration	[BkCaseNumber] -DECL - [PartyName] - [DCN] - [###].pdf	Optional. More than one with same bankruptcy case number, party name, and DCN combination allowed per batch.
	Supporting Document	[BkCaseNumber] -SUP - [PartyName] - [DCN] - [###].pdf	Optional. More than one with same bankruptcy case number, party name, and DCN combination allowed per batch.
	Proof of Service	[BkCaseNumber] -POS - [PartyName] - [DCN] - [###].pdf	Optional. More than one with same bankruptcy case number, party name, and DCN combination allowed per batch.
	Application and Proposed Order Deferring Filing Fee	[BkCaseNumber] - PODF- [PartyName].pdf	Optional. Cannot be more than one with same bankruptcy case number and party name combination per batch.

Batch Name	Document	Filename Format	Dependencies/Constraints
New Adversary Proceedings (Continued)	Proposed Order Shortening Time	[BkCaseNumber] - POST - [PartyName] - [DCN].pdf	Optional. Cannot be more than one with same bankruptcy case number, party name, and DCN combination per batch.
	Other Proposed Order	[BkCaseNumber] - PRO - [PartyName] - [DCN].pdf	Optional. Cannot be more than one with same bankruptcy case number, party name, and DCN combination per batch.
	Other New Adversary Proceeding Document	[BkCaseNumber] - NEWO - [PartyName] - [###].pdf	Optional. More than one with same bankruptcy case number and party name combination allowed per batch.